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12 April 1978

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78-1536

MEMORANDUM FOR: See Distribution

FROM : B. C. Evans  
Executive Secretary

SUBJECT : Policy Guidelines on Routing and Preparing  
Correspondence for the DDCI and DCI

*P*  
*Commo-2*

1. General: At his 4 April Staff Meeting, the Director asked that all paper bearing on policy, operations, or administration (as opposed to substantive intelligence) be forwarded through the DDCI. He also requested that an increasing number of memorandums and letters be prepared for the DDCI's signature and instructed that guidelines be developed.

2. Implementation:

A. Henceforth all material bearing on policy, operations, or administration intended for the DCI shall be forwarded to him via the DDCI who will: (1) forward it on to the DCI, (2) consult with him orally, or (3) make a determination himself under existing delegated authority as appropriate. Exceptions are: NFAC finished intelligence and DDO Spot Reports. With regard to the latter, they should be issued only for informational purposes, with a concurrent copy to the DDCI.

B. In those rare cases which are time sensitive, i.e., geared to a DCI appointment or externally imposed deadline, the Executive Secretary will exercise his discretion and bypass the DDCI, making sure he receives an info copy and noting the sense of urgency involved.

C. Correspondence to external officials addressed to a level equal to or senior to the DCI should be prepared for his signature, e.g., Cabinet officers, Dr. Brzezinski, etc. However, matters pertaining to routine distribution of information or reports may be prepared for the signature of the DDCI. Obviously, if the topic is of particular significance or may involve potential serious controversy, it should be prepared for the DCI's signature. As you and your components develop material that must be conveyed to external addressees, whether they be Community principals or any sub-cabinet level official, keep in mind that the DCI has instructed the DDCI to assume the major burden of this responsibility. You should prepare a copy for the DCI, and when in doubt, the DDCI will consult with the DCI.

EV

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3. Congressional Correspondence: The Director wishes to continue to correspond with any Congressman who writes obviously asking for his personal views. He will remain the principal correspondent with the Chairmen of our various Committees and Senators on any topic you believe must be conveyed to them in writing. Arrangements have been made with the Legislative Counsel for the DDCI to answer routine Congressional inquiries which are addressed to the DCI.



B. C. Evans

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